



Edna Shuli

Location: Amsterdam

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Nationality: Greek

Driving License: Yes

EDUCATION

- ❖ **Code Institute, Ireland, (2019 - present)**
Diploma in Full Stack Web Development
- ❖ **Ashdown Academy, United Kingdom London (2017 - 2018)**
Certificate-Diploma in Marketing and Communication
- ❖ **Technological Educational Institute of Chalkis (2010 -2014)**
Ptychio (BSc) in Automation and IT Engineering

PROFESSIONAL EXPERIENCE

Double Tree by Hilton, Amsterdam, The Netherlands

Supervisor Meeting and Events

09/2018 – 05/2019

- ❖ Responsible for organizing all manner of meetings, conferences and events at the hotel
- ❖ Ensure that all guest expectations have been met during their meeting or event
- ❖ Communication with all departments and manage the events team ensuring all standards are made with excellent attention to detail

Ikaros Travel, Amsterdam, The Netherlands

Travel Manager**12/2017 - 08/2018**

- ❖ Selling and administrating travel packages to tour operators (B2B Sales)
- ❖ Collecting and processing payments
- ❖ Advising clients on travel arrangements
- ❖ Manage relationship with hotels in NL and worldwide
- ❖ Keep clients up to date with any change

Michael Cacoyannis Foundation, Athens, Greece**Event Coordinator****01/2015 – 9/2017**

- ❖ Developing, implementing and managing social and corporate events such as Microsoft Conference Greece, LifeArt Festival, L'OREAL, TUV Austria, Mastercard Conference, Skywalker Conference and Workshop Greece, Embassy of Japan, NGB, Frankandfame etc.
- ❖ Supervising and coordinate the activities of more than 40 personnel and subcontractors.
- ❖ Verify and track all project deadlines to facilitate smooth workflow and satisfied clients.

Altec Integration SA, Athens, Greece**IT Help Desk - Internship****09/2013-11/2014**

- ❖ Contact with customers seeking technical assistant over e-mail.
- ❖ Perform remote troubleshooting through diagnostic techniques.
- ❖ Informing the technicians about the problem and giving an official report to the company and client about the process.

Mark One Store, Athens, Greece**Sales Representative****10/2011-03/2013**

- ❖ Greet and Assist customers as they shop for new products
- ❖ Present sales, revenue and expenses reports to the management team.
- ❖ Control of the ware.
- ❖ Meet weekly, monthly sales quotas

LANGUAGE PROFICIENCIES

Albanian: Native competence, **Greek:** Native competence, **English:** Professional working proficiency, **Dutch:** Beginner

TECHNICAL KNOWLEDGE

- ❖ Advanced knowledge of Microsoft Windows environment.
- ❖ Java, C++
- ❖ Auto Cad (basic knowledge)
- ❖ Java
- ❖ Python (Basic Knowledge)
- ❖ SQL (Basic Knowledge)

HOBBY'S

- ❖ Puzzles
- ❖ Traveling
- ❖ Dancing
- ❖ Reading blogs related to IT
- ❖ Watching movies